SouthWestern

ARAMS Market Portal Application

User Guide June 2015

Contact:
Animal Recording and Movement Service (ARAMS)
Tel: 0844 573 0137
Web: http://www.arams.co.uk/

This document contains material and intellectual property rights, which are subject to restrictions on use and disclosure and may only be used for the purposes for which it is supplied. Circulation of this document to anyone other than SouthWestern personnel, or other personnel with specific responsibilities related to the project, is prohibited.

Contents

Contents 2
1. Document Information 3
1.1 Terms & Definitions 3
2. Introduction 3
3. Log on 4
4. Create Movements into Red or Green Market 5
5. Movement 5
5.1 Location 5
5.2 Exemptions 6
5.3 Departure Details 6
5.4 Name 7
5.5 Departure Address 7
5.6 Arrival details 8
6. Animal Detail 8
6.1 Uploading a Tag File 9
7. Haulier 10
8. Food Chain Information (FCI) 10
8.1 Additional FCI 11
9. Submitting a Move 12
10. Create Movements out of a Red or Green Market 12
11. Movement 12
11.1 Location 12
11.2 Exemptions 13
11.3 Departure Details 13
11.4 Name 14
11.5 Destination Address 14
12. Animal Detail 15
12.1 Uploading Tag File 15
13. Haulier 16
14. Food Chain Information (FCI) 17
14.1 Additional FCI 17

15. Submitting a Move 18
16. Search Movements 19
16.1 Moved Out 19
17. Movement 20
17.1 Location 20
17.2 Exemptions 20
17.3 Departure Details 20
17.4 Name 21
17.5 Destination Address 21
18. Animal Detail 21
19. Haulier 21
20. Food Chain Information (FCI) 21
20.1 Additional FCI 21
21. Submitting a Move 22

1. Document Information

1.1 Terms & Definitions

Term	Description
ARAMS	Animal Recording and Movement Service
DEFRA	Department for Environment, Food and Rural Affairs
AHVLA	Animal Health and Veterinary Laboratories Agency
RPA	Rural Payments Agency
APHIS	Animal and Public Health Information System
AMLS	Animal Movements Licensing System (Owned by RPA)
ETAS	Ear Tag Allocation System
LA	Local Authority
SW	SouthWestern
DMR	Digital Mail Room
AC	Assembly Centre
CC	Collections Centre
CPH	County Parish Holding – number to identify and agricultural holding
FMP	Farm Management Package

2. Introduction

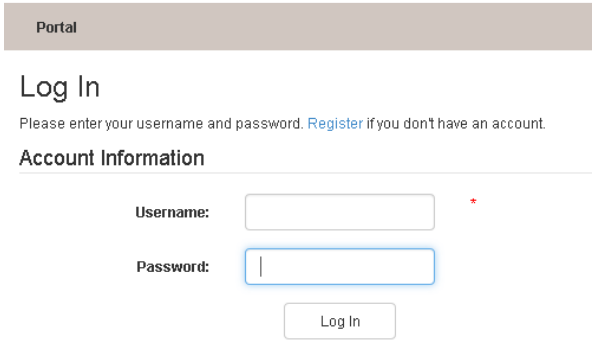
The purpose of this document is to provide market users with guidelines and procedures to follow to assist them to correctly and accurately record and maintain the electronic recording of sheep, goats

and deer moves in England. This document lays out step by step procedures to follow to navigate the Market Portal application, so that users can complete the following actions:

- Log on
- Create movements **into** and **out of** a red market
- Create movements **into** and **out of** a green market
- **Search** movements recorded in the last 'X' days which are not being processed by AMLS

3. Log on

Once registration is completed by users and approved, each user receives an email to confirm their registration and set up a new password. Users can then login to the Markets Portal with their username and new password they set up.



Inactive Accounts and Security are as follows:

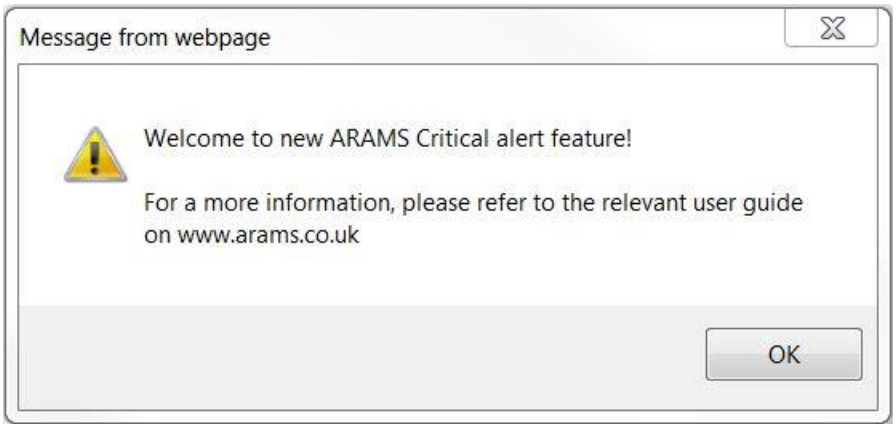
- Unused or dormant accounts should be suspended or deleted after 24 months of inactivity.
- User's account will automatically be revoked after 3 failed attempts at login.

User Note: In the case of log on difficulties please contact the Technical Helpdesk on 0844 573 0137 (option 3)

Once logged in, you will see the important information box displayed on the home screen, as shown below.

Important Information
Welcome to new ARAMS Notifications feature!
For a more information, please refer to the relevant user guide on www.arams.co.uk

The critical alert will be displayed at the top of the home screen and will inform you of any system or technical issues with the portal. Critical alerts will only be displayed while active.


Message from webpage
Welcome to new ARAMS Critical alert feature!
For a more information, please refer to the relevant user guide on www.arams.co.uk
OK

4. Create Movements into Red or Green Market

This function allows the market to record a move into their premises, including a facility to upload a file of tags or to manually record tag numbers. The user is supplied with four tabs to record the details required to complete a move. The four tabs are Movement, Animal detail, Haulier, and Food Chain Information (FCI).

The user selects the relevant link (into) red or green market provided on the Portal home screen.

5. Movement

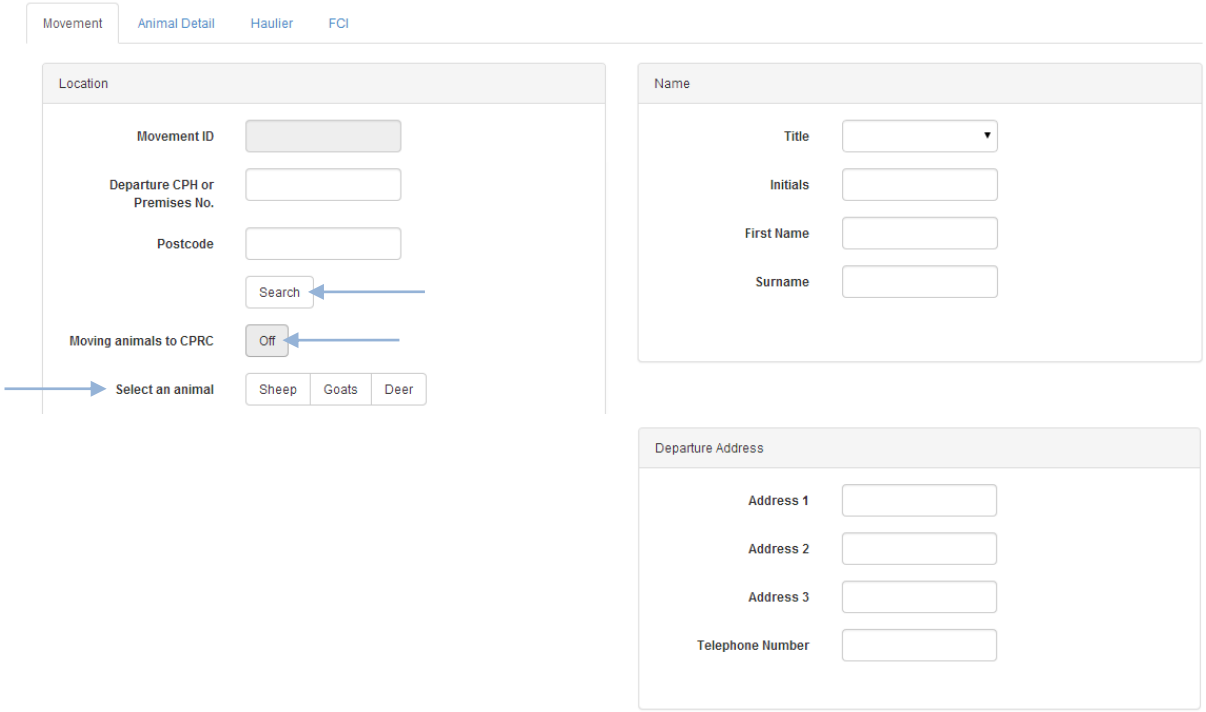
5.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name, Departure address and Arrival details.

Step 1 – The user enters the Departure CPH or Premises number, the Postcode and then clicks on the search button to populate the departure details on the right hand side.

If the keeper has moved animals to or from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'CPH or Premises No' box.

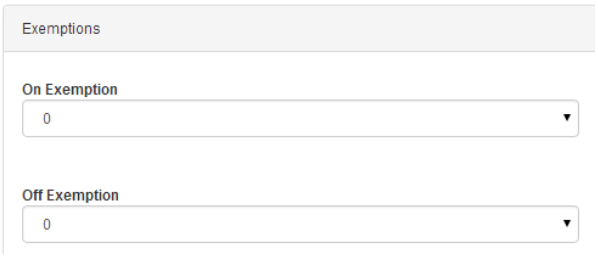
Step 2 – The user selects either 'Off' or 'On' by clicking on the button (defaulted to 'Off') to record the moving animals to a Central Point Recording Centre (CPRC).



Step 3 – The user records the species of an animal by clicking on Sheep, Goats or Deer.

5.2 Exemptions

Exemptions can be claimed by selecting the relevant exemption code from the drop down menu.

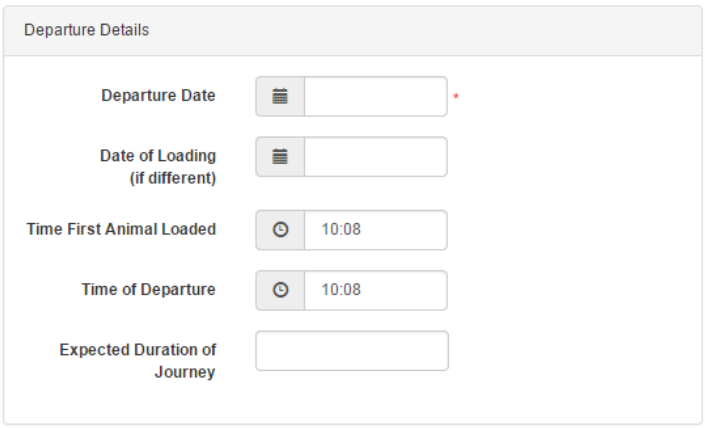


5.3 Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar. User clicks in the date box to access the interactive calendar.

Step 2 – The user only records the Loading Date (if different from the departure date) by using the loading date interactive calendar. If applicable, user clicks in the date box to access the interactive calendar.

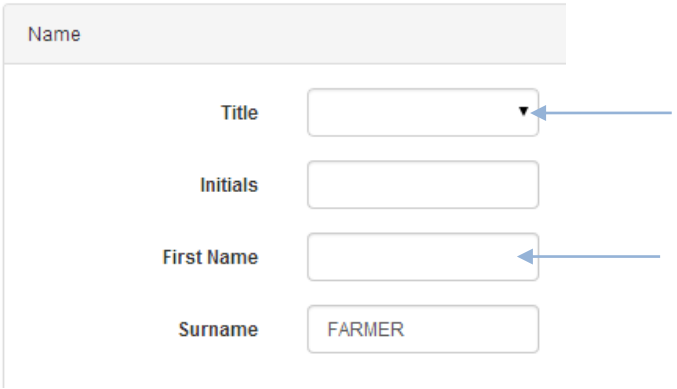
Step 3 – The user records the expected duration of the journey if relevant.



User Note: The two time fields shown in the diagram above - Time first animal loaded and time of departure fields are automatically populated with the time the movememt record is created.

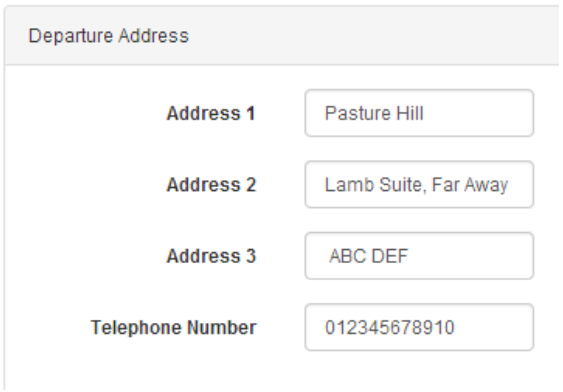
5.4 Name

The Name section will populate with the surname after the user has entered a valid CPH number, postcode and clicked on the 'Search' button in the 'Location' section. The Title and First Name fields (which will not populate) are also required and must be filled in manually.



5.5 Departure Address

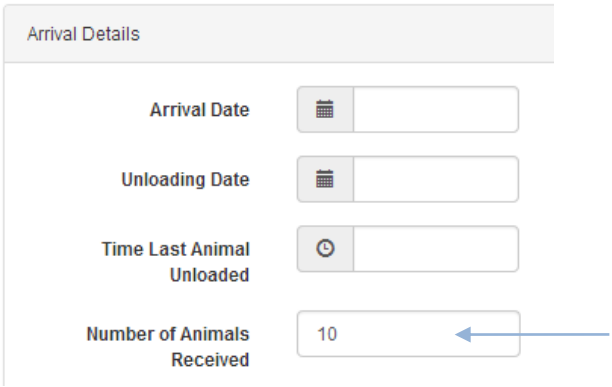
The departure address section will also populate after the user has entered a valid CPH number, postcode and clicked on the search button in the 'Location' section. However, the user may record the full address and telephone number manually, if they wish.



5.6 Arrival details

Step 1 - The user records the arrival date provided on the movement document by using the arrival date interactive calendar. User clicks in the date box to access the interactive calendar. The arrival date will default to the departure date but this can be changed if needed.

Step 2 – The user only records the Unloading Date (if different from the arrival date) by using the unloading date interactive calendar. If applicable, user clicks in the date box to access the interactive calendar.

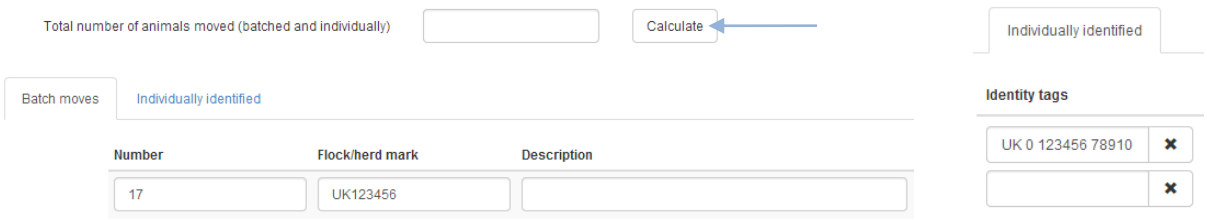


Step 3 - The user will record the total number of animals received as provided on the movement document.

To move between the tabs, you can use the 'back' and 'next' buttons at the bottom of the screen.

6. Animal Detail

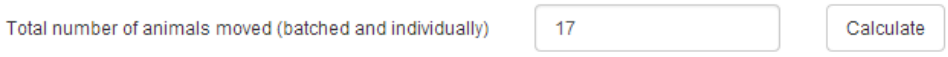
In the 'Animal Detail' tab the user can record the number of animals moving per flock/herd mark (Batch moves) and the individually identified animals. The system automatically totals the number of animals when the user clicks on the 'Calculate' button.



Step 1 - The user records the number of animals and the associated flock/herd mark under the batch moves tab. The system will allow for extra batches to be inputted as more boxes will appear underneath the previous as you start to type in the information.

Step 2 - If the premise has provided individual identifications, the user will record each ID under the individually identified tab.

Step 3 - The user clicks on the 'Calculate' button which automatically totals the number of animals keyed from the batch moves and or from both the batch moves and the individually identified tabs.

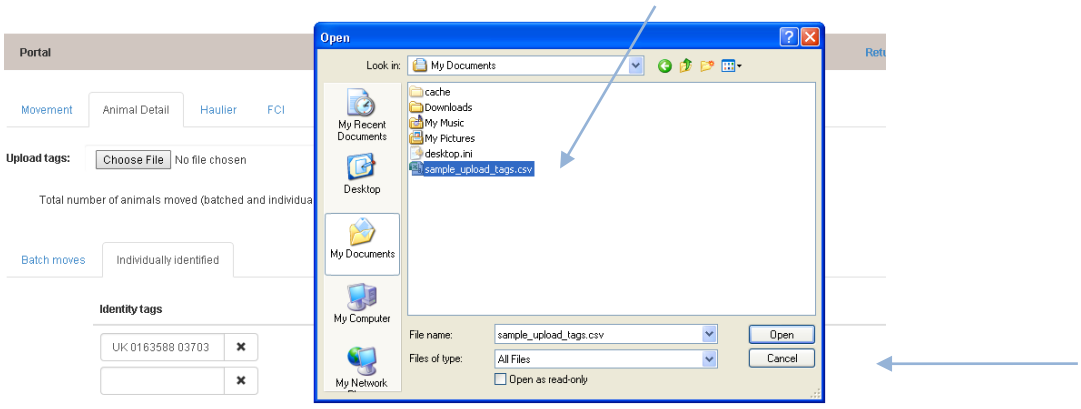


6.1 Uploading a Tag File

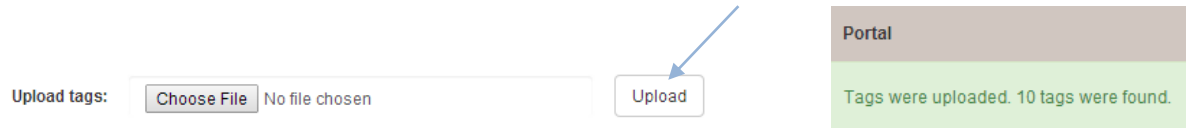
Step 1 – The user checks that the Excel file of tags to upload into the system are in the correct format (examples UK 0163588 03703 or 826 0090909090) and is saved in the correct file extension format (example upload_tags.csv).

Step 2 – The user clicks on the 'Choose File' button which opens another window and allows the user to browse for the file to upload.

Step 3 – The user selects the file they wish to upload and clicks on the 'open' button



Step 4 – The user clicks on the 'Upload' button – if upload is successful a message will appear stating the number of tags found.

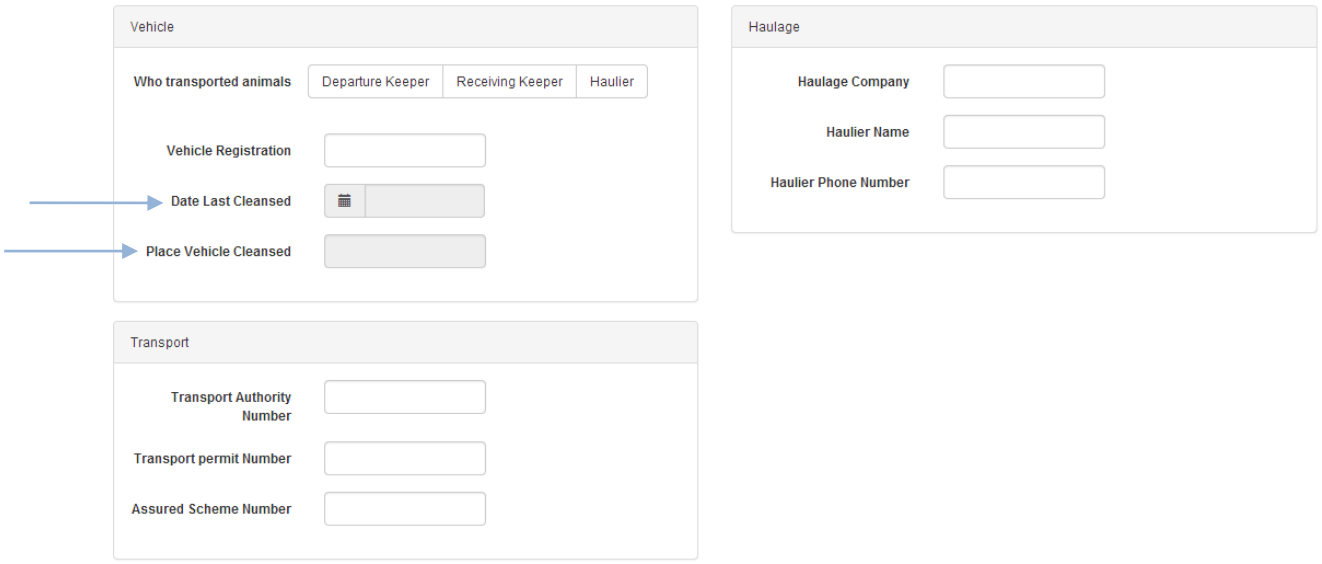


Once the animal details have been completed, the user moves on to the 'Haulier' tab.

7. Haulier

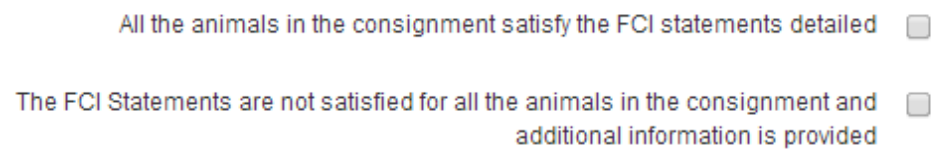
Step 1 – The user selects who transported the animals (Departure Keeper, Receiving Keeper or Haulier), provides the Vehicle Registration and other relevant information in the fields provided on the screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, Date Last Cleansed and Place Vehicle Cleansed will be unlocked to record that information.



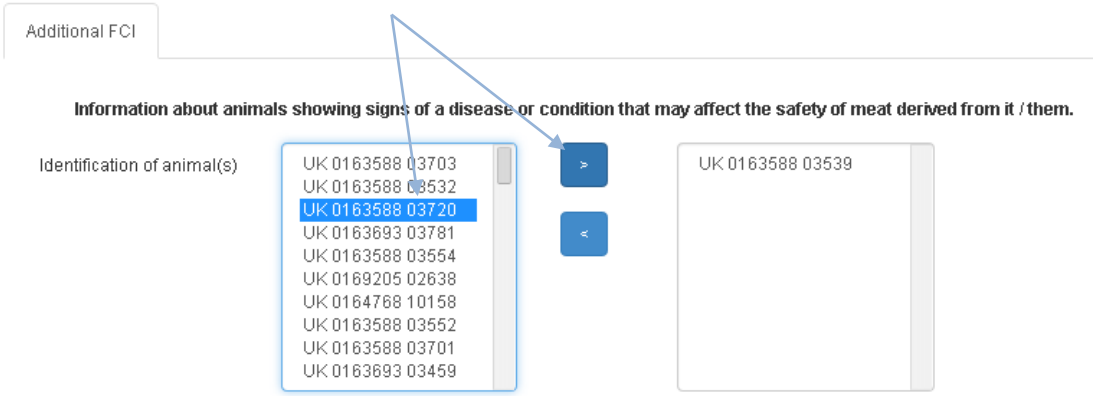
8. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements depending on which statement is appropriate for the move being recorded.

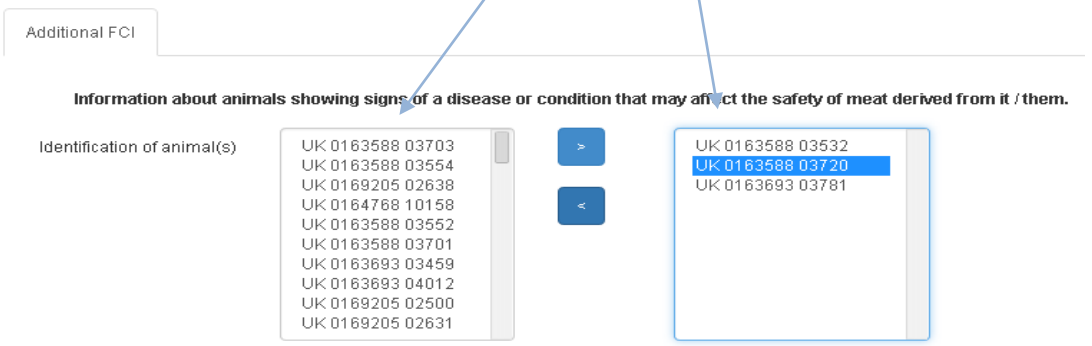

All the animals in the consignment satisfy the FCI statements detailed
The FCI Statements are not satisfied for all the animals in the consignment and additional information is provided

8.1 Additional FCI

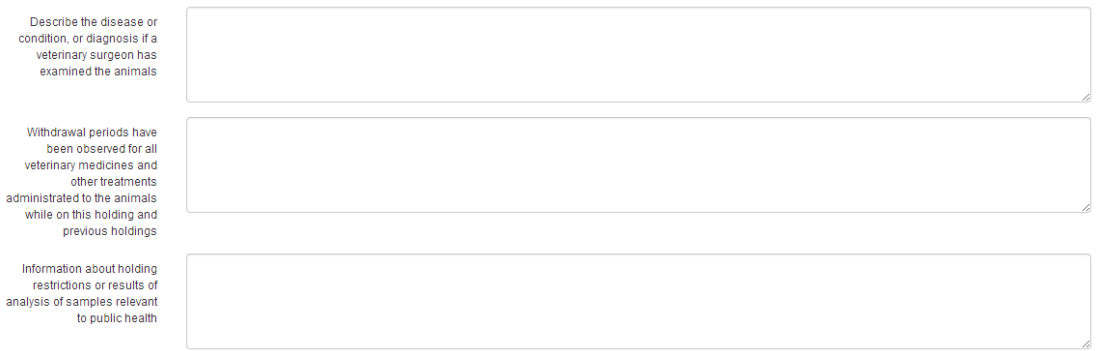
Step 1 – The user can select tags from the left hand side list, by highlighting the tag and clicking the right facing arrow to move the tag into the right hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it/them is to be recorded.



Step 2 – The user can 'un-flag' a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

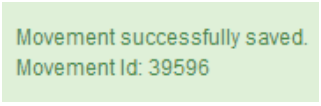


Step 3 – The user records any relevant information given by the keeper in the three free text fields


Describe the disease or condition, or diagnosis if a veterinary surgeon has examined the animals
Withdrawal periods have been observed for all veterinary medicines and other treatments administrated to the animals while on this holding and previous holdings
Information about holding restrictions or results of analysis of samples relevant to public health

9. Submitting a Move

Once the user has completed all the details in each tab the user clicks on the 'Save' button. The system will then save the move and a message will appear on top of the screen – Movement Successfully Saved – Movement ID: xxxx



10. Create Movements out of a Red or Green Market

This function allows the market to record a move out of their premises, including a facility to upload a file of tags, manually record tag numbers or flock/herd mark. The user is supplied with four tabs to record the details required to complete a move. The four tabs are Movement, Animal detail, Haulier, and Food Chain Information (FCI).

The user clicks on the relevant link (out of) red or green market provided on the Portal home screen.

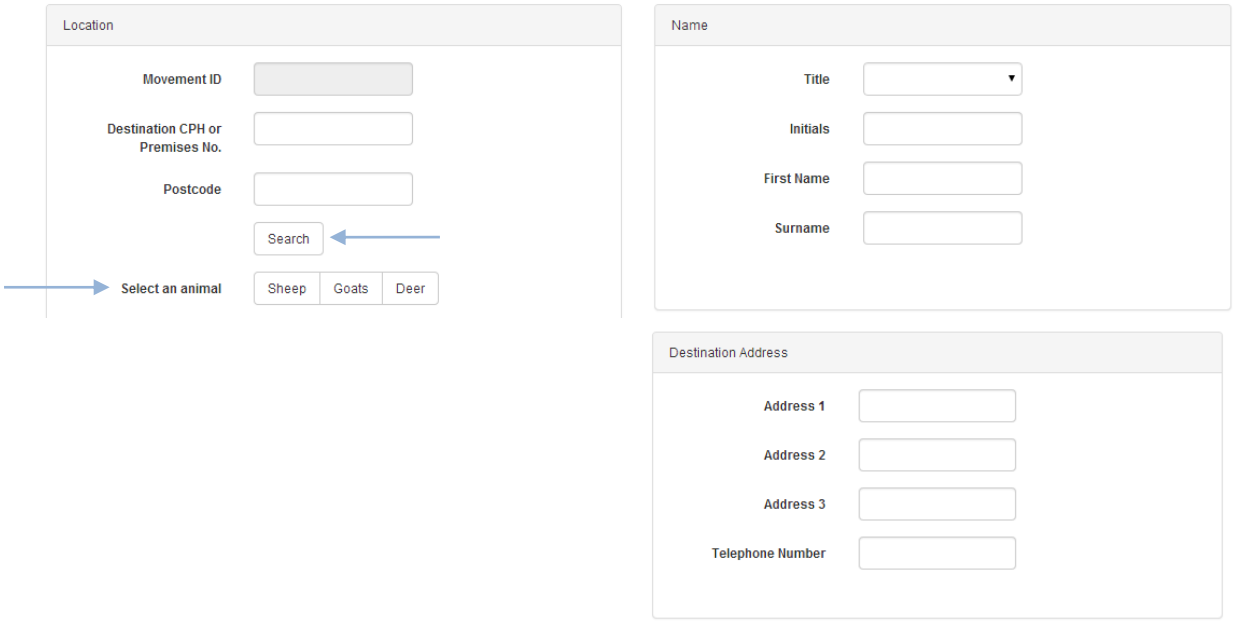
11. Movement

11.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name and Destination address.

Step 1 – The user enters the Destination CPH or Premises number, Postcode and then clicks on the 'Search' button to populate the destination details on the right hand side.

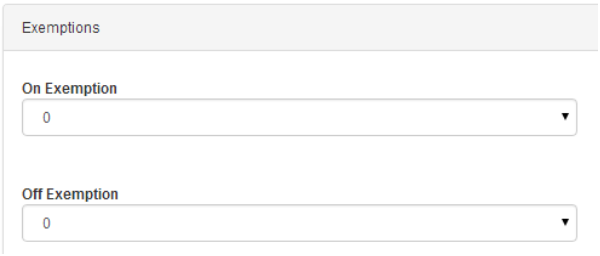
If the keeper has moved animals to or from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'CPH or Premises No' box.



Step 2 – The user then records the species of an animal by clicking on Sheep, Goats or Deer.

11.2 Exemptions

Exemptions (on and off) can be claimed by selecting the relevant exemption code from the drop down menu.

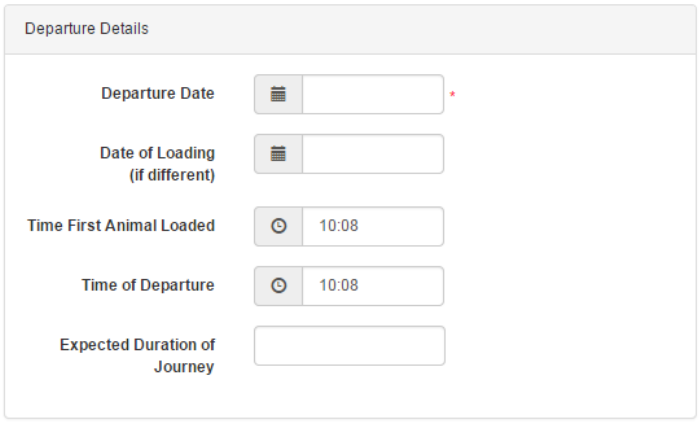


11.3 Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar. User clicks in the date box to access the interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar. If applicable, user clicks in the date box to access the interactive calendar.

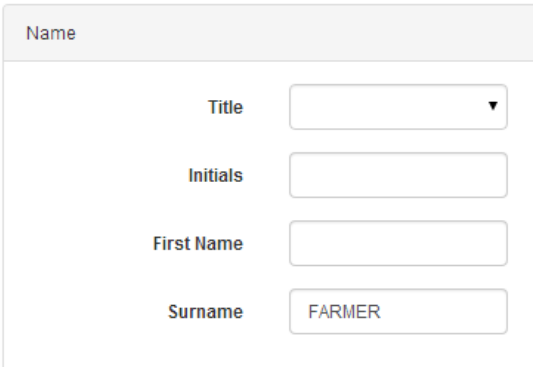
Step 3 – The user records the expected duration of the journey if relevant.



User Note: The two time fields - Time first animal loaded and time of departure fields are automatically populated with the time the movememt record is created.

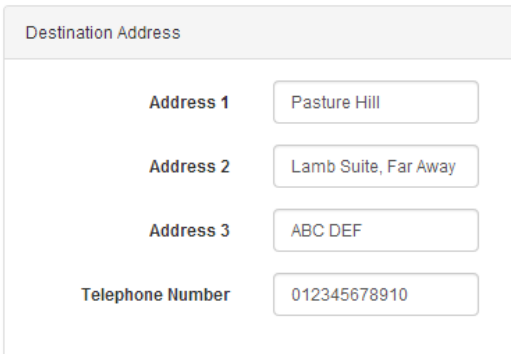
11.4 Name

The 'Name' section will populate with the surname after the user has entered a valid CPH number, Postcode and clicked on the 'Search' button in the 'Location' section. The Title and First Name fields (which will not populate) are also required and must be filled in manually.



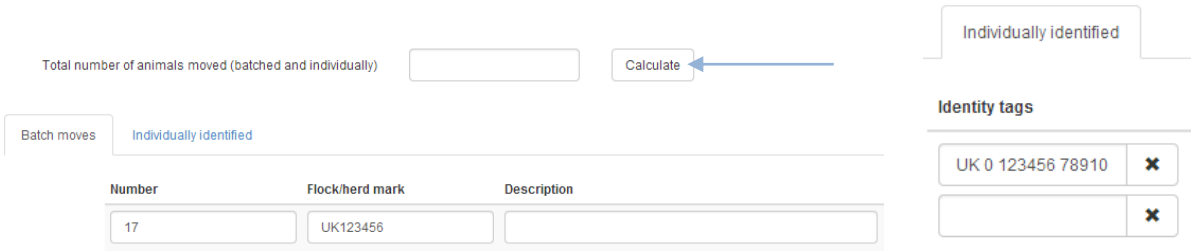
11.5 Destination Address

The Destination Address section will also populate after the user has entered a valid CPH number, Postcode and clicked on the 'Search' button in the 'Location' section. However, the user may record the full address and telephone number manually, if they wish.



12. Animal Detail

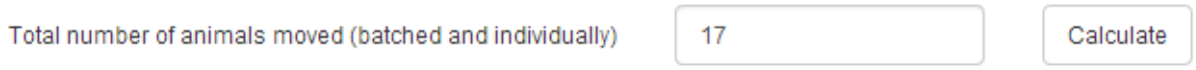
In the 'Animal Detail' tab the user can record the number of animals moving per flock/herd mark (Batch moves) and the individually identified animals. The system automatically totals the number of animals when the user clicks on the 'Calculate' button.



Step 1 - The user records the number of animals and the associated flock/herd mark under the batch moves tab. The system will allow for extra batches to be inputted as more boxes will appear underneath the previous as you start to type in the information.

Step 2 - If the premise has provided individual identifications the user will record each ID under the individually identified tab.

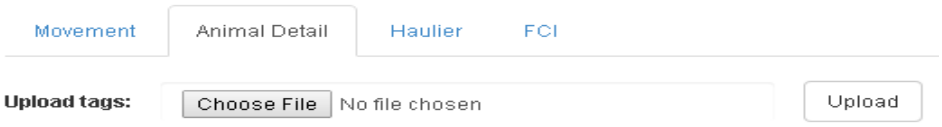
Step 3 - The user clicks the 'Calculate' button which automatically totals the number of animals keyed from the batch moves and or from both the batch moves and individually identified tabs.



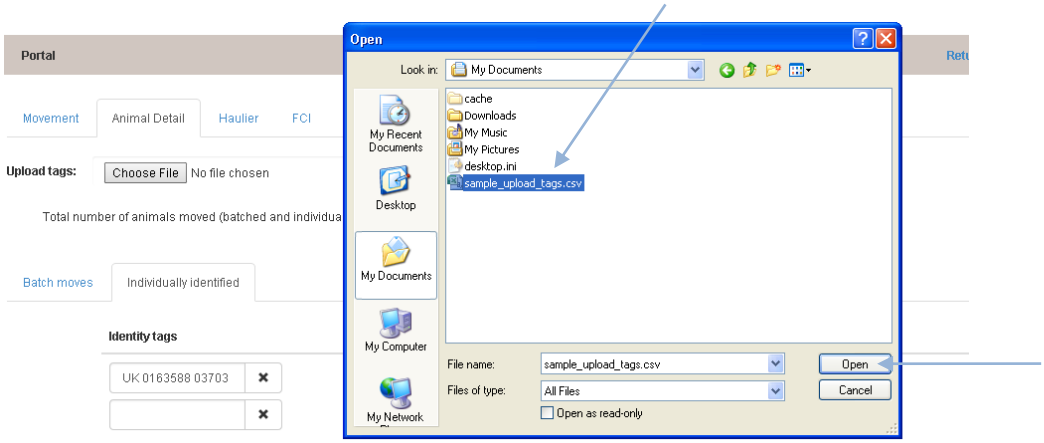
12.1 Uploading Tag File

Step 1 – The user checks that the file of tags to upload into the system are in the correct format (examples UK 0163588 03703 or 826 0090909090) and is saved in the correct file extension format (example upload_tags.csv).

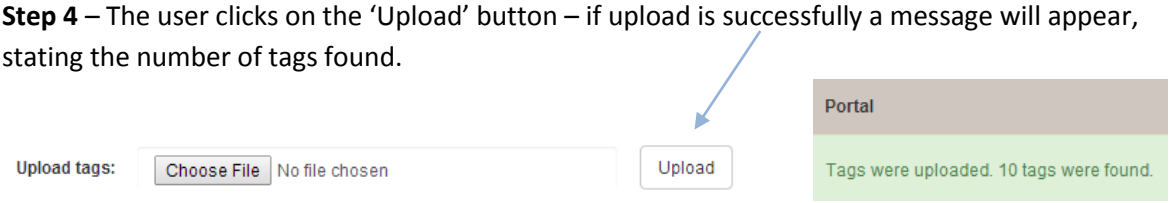
Step 2 – The user clicks on the 'Choose File' button which opens another window and allows the user to browse for the file to upload.



Step 3 – The user selects the file they wish to upload and clicks on the 'open' button



Step 4 – The user clicks on the 'Upload' button – if upload is successfully a message will appear, stating the number of tags found.

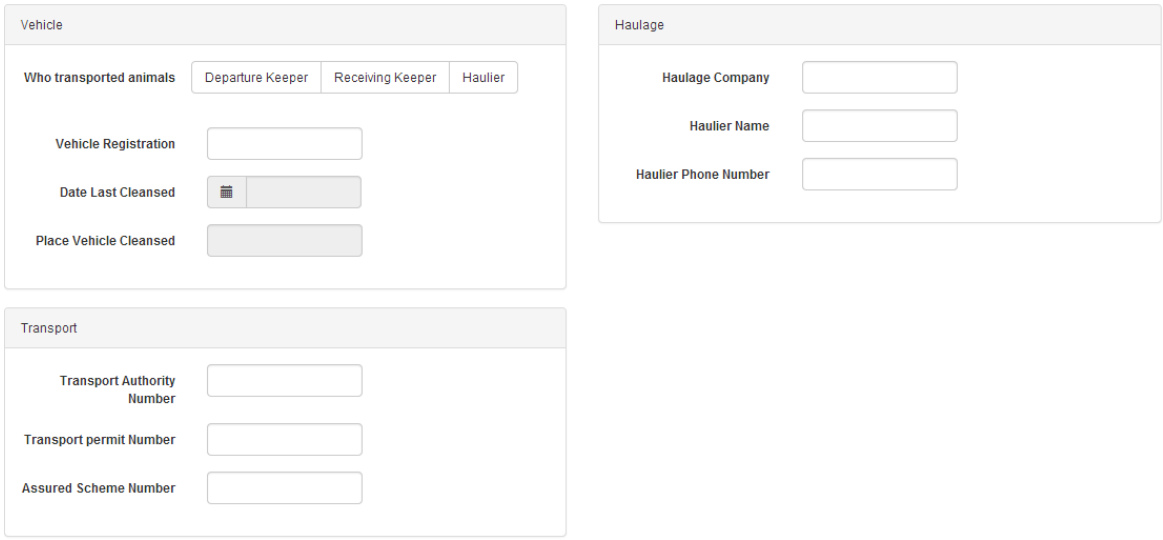


Once the animal details have been completed, the user moves on to the 'Haulier' tab.

13. Haulier

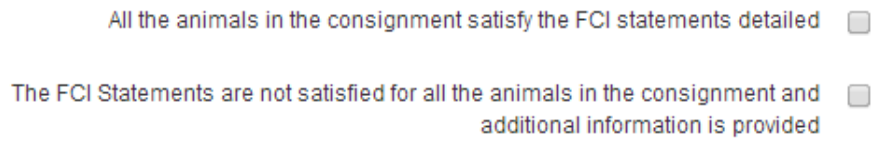
Step 1 – The user selects who transported the animals (Departure Keeper, Receiving Keeper or Haulier), provides the Vehicle Registration and other relevant information in the fields provided on the screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, Date Last Cleansed and Place Vehicle Cleansed will be unlocked to record that information.



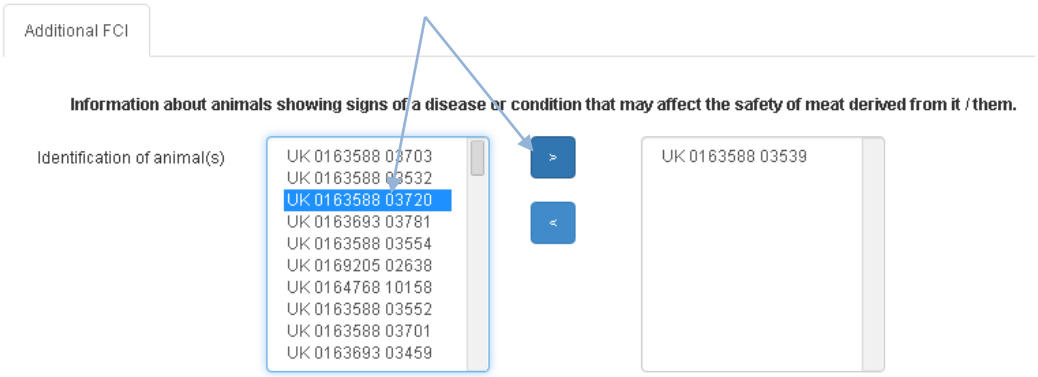
14. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements depending on which statement is appropriate for the move being recorded.

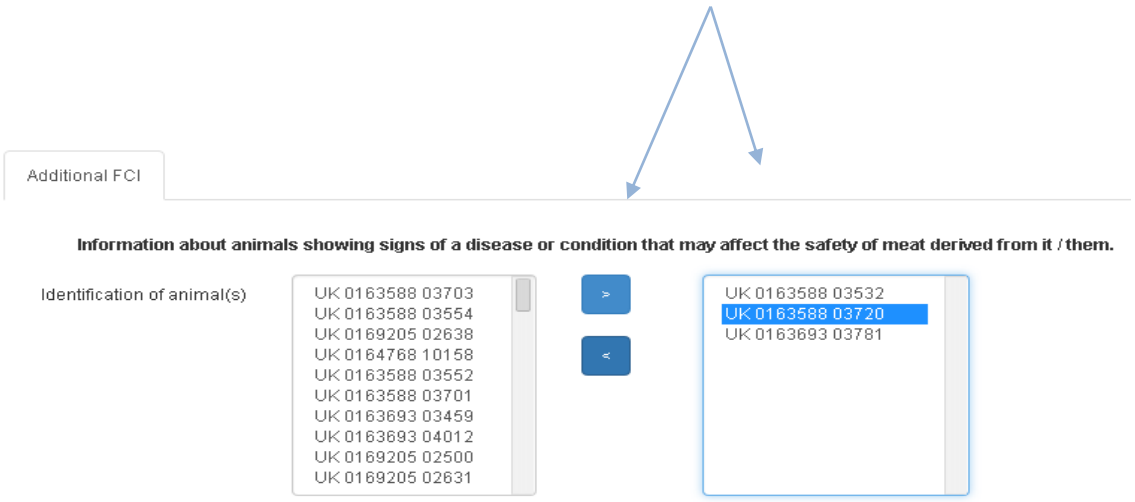

All the animals in the consignment satisfy the FCI statements detailed
The FCI Statements are not satisfied for all the animals in the consignment and additional information is provided

14.1 Additional FCI

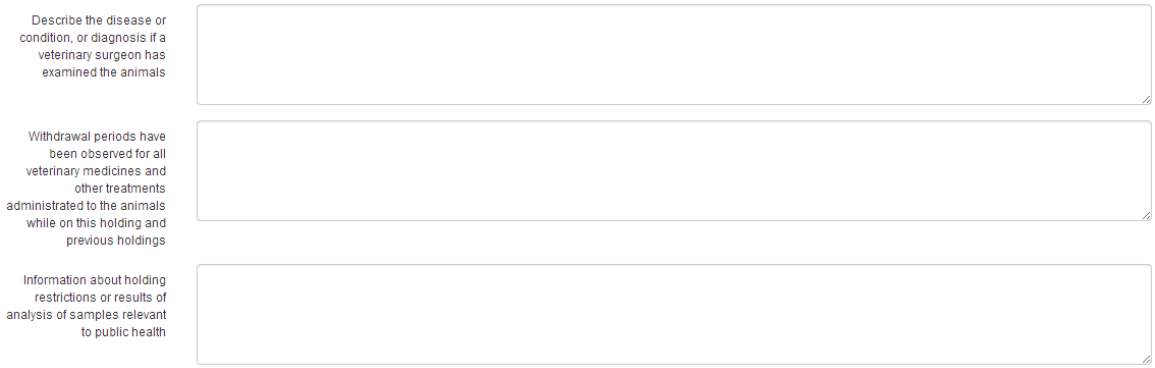
Step 1 – The user can select tags from the left hand side list, by highlighting the tag and clicking the right facing arrow to move the tag into the right hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it/them is to be recorded.



Step 2 – The user can 'un-flag' a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

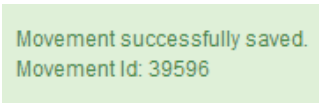


Step 3 – The user records any relevant information given by the keeper in the three free text fields


Describe the disease or condition, or diagnosis if a veterinary surgeon has examined the animals
Withdrawal periods have been observed for all veterinary medicines and other treatments administrated to the animals while on this holding and previous holdings
Information about holding restrictions or results of analysis of samples relevant to public health

15. Submitting a Move

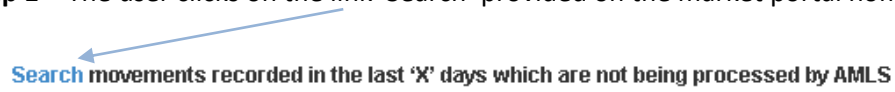
Once the user has completed all the details in each tab, the user clicks on the 'Save' button. The system will then save the move and a message will appear on top of the screen – Movement Successfully Saved – Movement ID: xxxx



16. Search Movements

The user can search for all movements recorded.

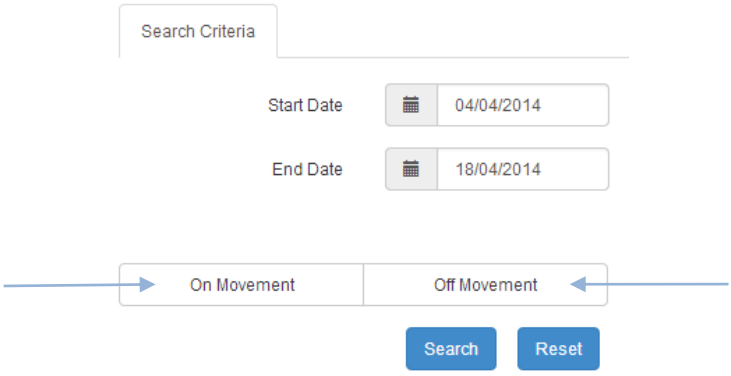
Step 1 – The user clicks on the link 'Search' provided on the market portal home screen.



Step 2 – The user selects a date range in which to search for moves by using the interactive calendar provided. User clicks in the date box to access the interactive calendar.

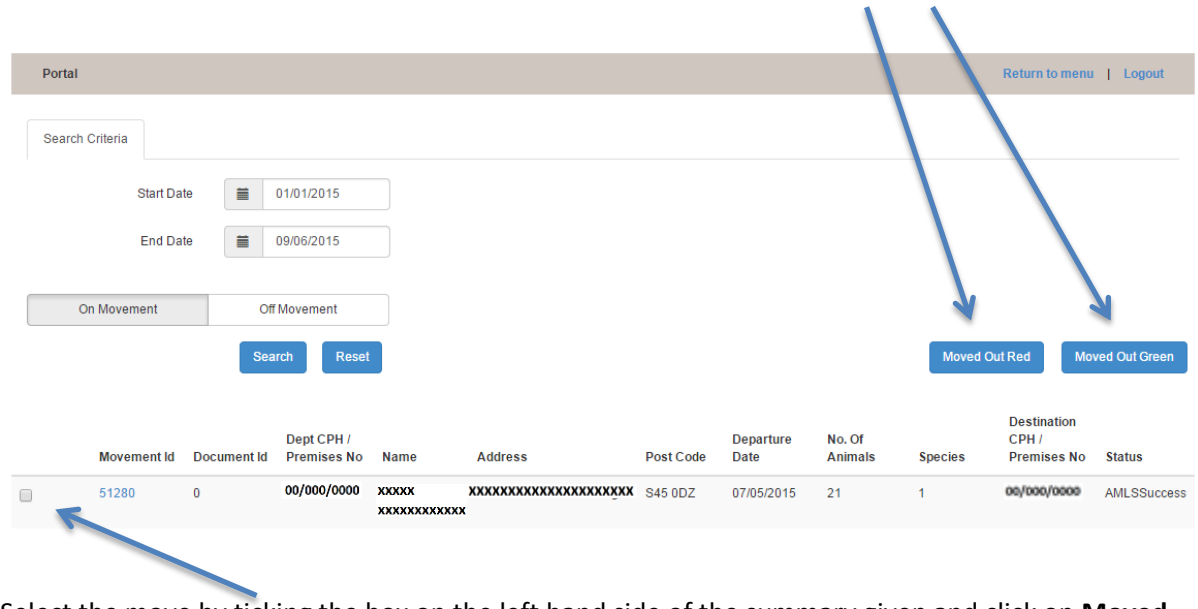
Step 3 – The user selects 'On Movement' or 'Off Movement' depending on which information the user wants to retrieve, and then select.

Step 4 – All the movements are then retrieved. To view the moves full details the user selects the Movement ID link and this open the movement detail screen



16.1 Moved Out

When searching for **On Movements** there is an option to move these animals out of your market without creating a new move.
Select the date range required for the search, select **On Movement** and there will be two buttons available on the right hand side, **Moved Out Red** and **Moved Out Green** relating to whether the move is being moved from a red market or a green market.



Select the move by ticking the box on the left hand side of the summary given and click on **Moved Out Red** or **Moved Out Green**.

17. Movement

17.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name and Destination address.

Step 1 – The user enters the Destination CPH or Premises number, Postcode and then clicks on the 'Search' button to populate the destination details on the right hand side.

If the keeper has moved animals to or from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'CPH or Premises No' box.

Step 2 – The user then records the species of an animal by clicking on Sheep, Goats or Deer.

17.2 Exemptions

Exemptions (on and off) can be claimed by selecting the relevant exemption code from the drop down menu.

17.3 Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar. User clicks in the date box to access the interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar. If applicable, user clicks in the date box to access the interactive calendar.

Step 3 – The user records the expected duration of the journey if relevant.

17.4 Name

The 'Name' section will populate with the surname after the user has entered a valid CPH number, Postcode and clicked on the 'Search' button in the 'Location' section. The Title and First Name fields (which will not populate) are also required and must be filled in manually.

17.5 Destination Address

The Destination Address section will also populate after the user has entered a valid CPH number, Postcode and clicked on the 'Search' button in the 'Location' section. However, the user may record the full address and telephone number manually, if they wish.

18. Animal Detail

In the Animal Detail section, this will already be completed based on the animals that were moved onto the market from the on move that was selected in the search.

These can be altered and changed if needed. So animals can be added to this or removed.

Once the animal details have been completed, the user moves on to the 'Haulier' tab.

19. Haulier

Step 1 – The user selects who transported the animals (Departure Keeper, Receiving Keeper or Haulier), provides the Vehicle Registration and other relevant information in the fields provided on the screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, Date Last Cleansed and Place Vehicle Cleansed will be unlocked to record that information.

20. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements depending on which statement is appropriate for the move being recorded.

20.1 Additional FCI

Step 1 – The user can select tags from the left hand side list, by highlighting the tag and clicking the right facing arrow to move the tag into the right hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it/them is to be recorded.

Step 2 – The user can 'un-flag' a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

Step 3 – The user records any relevant information given by the keeper in the three free text fields

21. Submitting a Move

Once the user has completed all the details in each tab, the user clicks on the 'Save' button. The system will then save the move and a message will appear on top of the screen – Movement Successfully Saved – Movement ID: xxxx